MINUTES
Faculty Senate Executive Committee
Tuesday, May 31st, 2022, 3:30 pm
Zoom ID: 733 588 376 | https://ksu.zoom.us/j/733588376

Present: Rebecca Adams, Katy Bach, Andy Bennett, Graciela Berumen, Memory Buffington, Veronica Denison, Jared Durtschi, Renee Gates, Sara Gragg, Mishelle Hay McCammant, Mary Lynn Higginbotham, Julia Keen, Elizabeth Kiss, Brandon Kliewer, Laurel Littrell, Sara Luly, Monica Macfarlane, Michael Oetken, Evan Porter, Michael Raine, Don Saucier, Martin Seay, Phil Vardiman, Don Von Bergen, and Andy Wefald
Absent: Mary Bowen, Tucker Graff, Michael McGlynn, Jennifer Miller, Brandon Savage, Tom Schermerhorn, and Andy Thompson,
Proxies: Veronica Denison for Marcellus Caldas, Sara Luly for Elizabeth Dodd

1. President Saucier called the meeting to order and played the Land Acknowledgment.

2. Introduction of incoming Executive Committee members
   Sara Gragg, AG; Elizabeth Dodd, AS; Brandon Savage, BA; Julia Keen, EN; Andy Bennett, Co-Chair, AAC; Brandon Kliewer, Co-Chair, AAC; Phil Vardiman, Co-Chair FSCOT; Rebecca Adams, Co-Chair FSCOUP; Graciela Berumen, FS Secretary; Monica Macfarlane, incoming USS Senate president

   President Saucier took a moment to welcome all the incoming members and thank them in advance for their contributions to Faculty Senate and the Executive Committee this upcoming year.

3. The April 26th Executive Committee minutes were approved as submitted.

4. Report from Standing Committees, Graduate Student Council, and Senates

   A. Academic Affairs – Andy Bennett/Brandon Kliewer

      - Proposed Temporary approval process for Microcredentials – **Attachment 1**
        Senator Bennett reported that Microcredentials have been discussed in committee and the possibility of a temporary approval process was shared, however, this proposal did not come forward in time to have full AAC approval. He explained that microcredentials are short units of learning and these have been under discussion for some time now. He noted the wording in the attachment appears like a resolution, with the whereas clause, but he only crafted it in this way with the desire to share a little information about what microcredentials are, since they are fairly new. These are not yet standardized across the country, but there are several units at K-State wishing to start a microcredential this fall. We want to have some measure of policy in place, but it's a bit difficult without the experience. However, without the experience, setting policy is also difficult. Therefore, a temporary approval process is desired as a starting place. However, it could be that some temporary measure may be incorporated as part of the permanent policy since at times these microcredentials need approval outside of regular meetings, for example over the summer. Senator Bennett moved to place the temporary approval process for microcredentials on the upcoming FS agenda. Seconded by Von Bergen.

        The thought is these will mainly be used in response to industry needs and to assist amongst working professionals. For many, this will be a place for them to start if they wish to move on to a certificate and then then possibly a degree. There is a great desire to start microcredentials in the fall, but it is difficult to write policy without experience. Because of this, a temporary approval process is requested. This temporary authorization is for pilot projects until Fall 2023 so we can gain

experience in order to adopt the appropriate policies. Other schools have been successful working with employers and helping employees get the skills necessary for that field. Employers often pay and those credits then provide a clear path to degree completion. The temporary approval allows KSU to move faster if an employer request training. We can then later adjust if necessary but not miss the opportunity to meet the needs of employers requesting these services. Some varieties of microcredentials have already been requested in Ag, Business, and Leadership Studies.

Discussion/Questions: Various comments and questions were addressed such as what the role of FS Academic Affairs will be and will it be the same for non-credit microcredentials. Those for-credit will need the usual checks and balances, however, the non-credit microcredentials might be developed by a non-academic unit. There currently is not a system that can effectively track credit and non-credit certificates. It was inquired whether there will be funding for staff positions that will take on these duties or the additional work load. Strategic investment will provide funding for the first three years. They will bring people on, purchase the software, and if this takes off the microcredentials will make these positions sustainable. It was noted there is a 12-credit hour maximum, is there a minimum? A half-credit is the minimum, even for a non-credit. It seems that taking 12 credits is too much for microcredentials because that is what you need for a certificate (macro credential). Discussion continued. Successful projects tend to bring people in. This can be helpful to employers and industry and is also helpful to students if they have a badge on their Linked In that will make them desirable for jobs. We will have more information after one year and policies can be revised based on that feedback. Microcredentials *are* happening, and administration is committed, but policy is lacking at this point so we want to be committed to assist in creation of the policy. This temporary measure is obviously not the full policy – that will need to go through FS academic affairs. But we need a way to begin figuring out how this works. Motion carried.

- Cross-listed, dual-listed, equivalent definitions (informational) – **Attachment 2**
- Proposed consent agenda items (pages 6-7)
- Proposed discussion agenda items (page 8)

Senator Kliewer directed attention to attachment 2. These definitions are for senators' information. They were worked on in coordination with CAPP and have been approved both by CAPP and by Academic Affairs. They will be incorporated into the Approval, Routing, and Notification Policies for course and curriculum processes this summer and be ready for use with fall proposals.

Senator Kliewer moved to place attachment 2, and the consent and the discussion agenda items on the upcoming FS agenda. Motion carried.

There was a question about one of the graduation list additions. Is there a change to the process? If there's a deadline and a student missed it, wouldn't they graduate in a following graduation? It was verified there is no new process in place. We've back dated degrees for a long time. At times, it's due to college error, but there are other reasons as well. There was lengthy discussion about this and Bennett will follow up on this particular one with the college to give them a heads-up or perhaps to see if a correction is needed prior to the senate meeting. Otherwise, it could certainly be requested at the senate meeting that this be on the discussion agenda. It was suggested perhaps this process overall needs reviewed so there is equity on how colleges use this process. There was a comment about study abroad transcripts during the time of Covid and there may have been delays.

The committee will finish work in the fall on proposed changes to the posthumous degree policy as well as changes to the interdisciplinary program approval review process.

B. Faculty Affairs – Marcellus Caldas/Veronica Denison
    • Proposed changes to University Handbook, Section C78 – **Attachment 3**
    • Proposed changes to University Handbook, Appendix Q – **Attachment 4**
    • 2022 Recommendations on Faculty and Staff Salaries – **Attachment 5**

    Senator Denison moved to place the proposed change to University Handbook, Section C78 on the upcoming Faculty Senate agenda. It was noted that this updates the language by removing a practice that has not occurred for quite some time. Motion carried.

    Senator Denison moved to place the proposed change to University Handbook, Appendix Q on the upcoming Faculty Senate agenda. This corrects an inaccurate date in this portion of the appendix. Motion carried.

    Additionally, recommendations were submitted to Faculty Affairs from the Salaries and Fringe Benefits committee and these have been endorsed by Faculty Affairs. In part, it's bringing to light that term faculty don't receive pay raises like tenure-track faculty do. It was noted this doesn't take into account the recent merit raises, but rather this is to bring attention to this issue and perhaps have changes to the handbook for future so it is consistent across the board. This will be shared with administration at the next FSLC meeting with them. Discussion: a concern was noted that persons with the title of advisor or academic advisor are the only ones being called out here, which represents about 56 people in 1,000. Career ladders are needed. This is a much larger conversation. Senator Denison will share this with the Salaries and Fringe Benefits committee so they can discuss it further.

C. Graduate Student Council – Tucker Graff
    No report.

D. Professional Staff Affairs – Renee Gates/Mishelle Hay McCammant
    Nothing at this time.

E. Student Senate – Evan Porter
    Porter reported that the student services fee increase proposal was brought forward to the May KBOR meeting and it will be voted on in June. Included in that was a 3% increase to cover areas affected by budget deficit due to enrollment decreases. Student Senate ended in April will meet again in the fall.

F. Technology – Michael Raine/Phil Vardiman
    • FSCOT Statement of Opinion on Top Hat (informational) – **Attachment 6**

    Senator Vardiman directed attention to attachment 6. As many recall, Student Senate submitted a resolution back in 20-21 about Top Hat. FSCOT has worked this year to detail their thoughts on usage of the software. This information item is to document their opinion as to its use. They support academic freedom and professors can choose what they want to use but they want to encourage mindfulness of the cost for the student.

G. University Planning – Rebecca Adams/Martin Seay
    Nothing at this time.

H. University Support Staff Senate – Mary Oborny or Monica Macfarlane
    Nothing at this time. Their next meeting is on June 8th.

5. New Business

   A. Faculty Senate committee appointments and Presidential committee recommendations
      President Saucier reported that committee members should have received the recommendations from leadership council on both Faculty Senate and Presidential committees and councils. Do members have any requested changes to these recommendations? Seeing none a motion was made by Bennett and seconded by Von Bergen to approve these as listed. Motion carried.

   B. Ombudsperson appointment (2022-2025)
      President Saucier reported that Faculty Senate received several applications and he reviewed them. He also requested input from Faculty Senate Leadership Council. His recommendation was presented to Executive Committee members for their discussion and vote. A motion was made by Senator Von Bergen and seconded by Senator Gates to approve the appointment as recommended by President Saucier. Motion carried.

      Members were reminded that ombudspersons are not advocates. They need to be able to listen, advise individuals regarding university procedures, and be impartial. He looked not only at a person's knowledge of the university's system but also approachability.

   C. Continued service - Michael Raine on FSCOT
      In accordance with FS constitution language, the Executive Committee needs to provide a decision about continued appointment on a committee for service longer than two consecutive terms. In this case, Senator Raine has served more than two consecutive terms on FSCOT. Raine spoke to his service on this committee. His caucus has continued to ask him from year to year to serve due to his position and his experience with IT. This makes sense for their college and caucus so he wishes to ask for the committees' approval on this exception. A motion was made by Senator Vardiman and seconded by Senator Von Bergen to approve this exception. Senator Vardiman also gave a statement about the benefit of having both the faculty and he's very grateful for the IT perspective that Senator Raine brings. Motion carried.

6. Announcements

   A. Senator Replacements
      - Dan Higgins for Gerry Craig (Arts & Sciences) - June 2022-May 2023
      - Phillip Payne for Brett DePaola (Arts & Sciences) – June 2022-May 2023
      - Drew Smith for Don Von Bergen (Tech & Aviation) – June 2022-May 2024

      President Saucier announced the following replacements have been made on Faculty Senate by these caucuses. Gerry retired, Brett is beginning phased retirement, and Don is now president elect and therefore needed replaced on his caucus as he is now a senator-at-large.

   B. Professor and Professional Staff of the Week selections for 22-23 (13 faculty / 8 professional staff)
      President Saucier reminded senators that the professor of the week selections should be submitted to Ms. Candace LaBerge by the end of August. A new feature that started two years ago was the inclusion of professional staff members of the week. More information will be sent to caucus chairs via email in June.

   C. KBOR meeting report

President Saucier shared highlights from the recent KBOR meeting including the initiative to standardize the general education core to ease transferability. KBOR believes four-year institutions are not transferring courses as they should. They're requesting all KBOR institutions to have things in place by Fall 2024. It was inquired who will dictate the content. It is not clear yet, but more information will be forthcoming. It was commented that we already have these agreements in place. This is true, but President Saucier believes this will impact more courses than the ones that are currently in the agreement. Bennett shared that math has been part of these conversations for some time. The way it works now is that if the original institution says you have completed the general requirements then other KBOR institutions will have to accept that they have met those requirements.

It is wondered whether, due to perhaps a ripple effect, this will cause us to eliminate K-State 8. Fall of 2024 is the target, but KSU is behind and needs to get moving forward. Since 2007, KBOR has dictated two-year institution requirements. K-State 8 is our general education requirements, but when the new ones are implemented they will have to be waived by our institutions and others. There are several questions unanswered at present.

D. Topics for Provost's visit to June FS meeting?
    Microcredentials, cost of living adjustment, merit raise, and the general education common core.

E. Meeting arrangements for Exec meetings (22-23)
    President Saucier requested input on how next year's Exec meetings should be held. Having them virtually does offer convenience for many different situations. Yet, having in person offers an opportunity to be together. A Qualtrics survey will be sent out. He also reported that, at least starting in the fall, the full faculty senate meetings will be face-to-face based on the survey results received. Zoom will continue to be available as well.

F. Summer Reserve update
    President Saucier shared an update with members on this item. In the past, HCS has assisted some employees to spread nine-month salary over 12 months by holding back some funds and distributing these over the summer. At this current time, only 43 employees are using this feature. It will therefore be discontinued and HCS will work with these employees to transition. Additionally, they are working towards complete direct deposits for employees. There are some who still receive a physical paycheck. President Saucier and President elect Von Bergen are both proponents for finding a way to pay nine-month employees over 12-months so they will continue to advocate for a way to make this possible.

G. JEDAII committee – caucus representatives
    President Saucier reminded all that the newest permanent committee of Faculty Senate has been approved. Candace will be emailing caucus chair soon with information on current membership and transition plans to the permanent committee, along with its leadership and a consistent meeting day/time.

7. Open discussion period for senators as needed – none.

8. The meeting was adjourned at 4:57 pm.

Respectfully submitted by:
Graciela Berumen
Faculty Senate Secretary

Next meeting: Tuesday, August 30, 2022; 3:30 pm

Approve to place the following course and curriculum changes and graduation list additions on the upcoming Faculty Senate consent agenda:

A. COURSE AND CURRICULUM PROPOSALS:

To view the proposals in Curriculog,
First - Login to Curriculog using your K-State eID and password
https://kstate.curriculog.com

Second - Go to the course or curriculum agenda at links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon
In User Tracking, change "Show current" to "Show current with markup"
View the proposal
Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:
http://www.k-state.edu/curriculog/training/view/index.html

COURSES: *https://kstate.curriculog.com/agenda:1672/form (*copy and paste the link into your browser if clicking on it gives you an error message)

Arts and Sciences	ENGL - 772 - Creative Writing Workshop: The YA Novel
	POLSC - 736 - Strategic Management of Public and Nonprofit Organizations
Engineering	BAE - 660 - Hydraulic Transport in Biological Systems
	CIS - 732 - Machine Learning and Pattern Recognition
	ME - 626 - Introduction to Micro-Electromechanical Systems
	ME - 627 - Introduction to Biomedical Micro-Electromechanical Systems
	ME - 826 - Intermediate Micro-Electromechanical Systems
	ME - 827 - Intermediate Biomedical Micro-Electromechanical Systems
Health and Human Sciences	GERON - 530 - Introduction to Sexuality & Aging
	GERON - 540 - Introduction to Creativity & Aging
	GERON - 615 - Long-Term Care Administration Internship
	GERON - 620 - Independent Study in Gerontology
	GERON - 625 - Advanced Physical Health & Well-Being of Older Adults
	GERON - 630 - Advanced Mental Health & Aging
	GERON - 725 - Advanced Topics in Gerontology
	GERON - 730 - Advanced Sexuality & Aging
	GERON - 740 - Advanced Creativity & Aging
	GERON - 772 - Adult Development & Aging
	GERON - 774 - Advanced Environments & Aging
	GERON - 775 - Advanced Diversity in the Aging Experience
	GERON - 776 - Advanced Program Design, Implementation, & Evaluation in Gerontology
	GERON - 777 - Advanced Policy & Advocacy in Gerontology

	GERON - 778 - Advanced Aging Family Dynamics & Caregiving
	GERON - 799 - Professional Application in Gerontology
	PFP - 305 - Advanced Personal Financial Planning

CURRICULUM: *https://kstate.curriculog.com/agenda:1673/form (*copy and paste the link into your browser if clicking on it gives you an error message)

Business Administration	Marketing (B.S.)
Engineering	Concurrent Bachelors in Mechanical Engineering/Masters of Business Administration
Health and Human Sciences	Gerontology Graduate Certificate Gerontology (M.S.)

B. Graduation list(s), addition(s) and/or posthumous degree requests:

- List addition: May 1997: Beth Jarrell Hoving, BS, College of Business Administration
- List addition: August 2019: Aubrey Shae Sydow, BS, College of Business Administration

ACADEMIC AFFAIRS
PROPOSED ITEMS FOR DISCUSSION AGENDA

Approve to place the following new curriculum proposal(s) on the upcoming Faculty Senate discussion agenda:

New:

To view full proposals, see the Curriculog Agenda: *https://kstate.curriculog.com/agenda:1674/form
(*copy and paste the link into your browser if clicking on it gives you an error message)

Engineering	Concurrent B.S. in Mechanical Engineering and M.S. in Nuclear Engineering
	Concurrent B.S./M.S. in Mechanical Engineering